# JCMS Reporting for Community-based Juvenile Services Aid Program

Required Variables
Updated July 2023





### **Contents**

| New Client Profile        | 1   |
|---------------------------|-----|
| Alternatives to Detention | 2   |
| Electronic Monitoring     | 2   |
| Reporting Center          | 2   |
| Tracking Services         | 2   |
| Shelter Care              | 2   |
| Assessment                | 3   |
| Referral Services         | 3   |
| Crisis Respite            | 3   |
| Crisis Response           | 3   |
| Diversion                 | . 4 |
| Family Support            | 5   |
| Mediation                 | 5   |
| Mental Health             | 5   |
| Mentoring                 | . 6 |
| Prevention & Promotion    | . 6 |
| School-based Programs     | . 7 |
| After School              | 7   |
| Alternative School        | 7   |
| Interventionist           | 7   |
| Truancy                   | ۶   |



### New Client Profile

| Client II | nformation          |
|-----------|---------------------|
| •         | First Name          |
| •         | Last Name           |
| •         | Date of Birth       |
| •         | Gender              |
| •         | Race                |
| •         | Hispanic/Latino     |
| •         | Agency              |
| •         | Referral/Event Date |
| •         | Case Type           |



#### Alternatives to Detention

| Electronic Monitoring             |                       |
|-----------------------------------|-----------------------|
| Intake                            | Discharge             |
| <ul> <li>Date Referred</li> </ul> | Discharge Date        |
| Date Enrolled/Intake              | Discharge Reason      |
|                                   | Detained at Discharge |
|                                   | Program Progress      |
|                                   | Discharge Placement   |

| Reporting Center     |   |
|----------------------|---|
| Intake               | Discharge                                 |
| Date Referred        | Discharge Date                            |
| Date Enrolled/Intake | Discharge Reason                          |
|                      | <ul> <li>Detained at Discharge</li> </ul> |
|                      | Program Progress                          |
|                      | Discharge Placement                       |

| Tracking Services    |                                    |
|----------------------|------------------------------------|
| Intake               | Discharge                          |
| Date Referred        | <ul> <li>Discharge Date</li> </ul> |
| Date Enrolled/Intake | Discharge Reason                   |
|                      | Detained at Discharge              |
|                      | Program Progress                   |
|                      | Discharge Placement                |

| Shelter Care         |   |  |
|----------------------|---|--|
| Intake               | Discharge                                 |  |
| Date Referred        | Discharge Date                            |  |
| Date Enrolled/Intake | Discharge Reason                          |  |
|                      | <ul> <li>Detained at Discharge</li> </ul> |  |
|                      | Program Progress                          |  |
|                      | Discharge Placement                       |  |



#### Assessment

| Intake                                 | Discharge                               |
|--|---|
| Date of Referral to Assessment Program | Discharge Date                          |
|  | Assessment Discharge Reason             |
| Assessments Tab                        | <ul> <li>Assessment Outcomes</li> </ul> |
| Date of Assessment                     |   |
| Assessment Type                        |   |
| • Score                                |   |

#### **Referral Services**

| Intake                                 | Discharge                          |
|--|------------------------------------|
| Date of Referral to Assessment Program | <ul> <li>Discharge Date</li> </ul> |
|  | Discharge Reason                   |
| Referrals Tab                          |                                    |
| Referral Made                          |                                    |
| Date Referred                          |                                    |
| Referred to                            |                                    |
| Referral Outcome                       |                                    |

## Crisis Respite

| Crisis Respite                         | Discharge        |
|--|------------------|
| <ul><li>Was There an Injury?</li></ul> | Discharge Date   |
| Weapon Involved?                       | Discharge Reason |

### Crisis Response

| Crisis Response                            | Discharge      |
|--|----------------|
| <ul><li>Was There an Injury?</li></ul>     | Discharge Date |
| Weapon Involved?                           | Case Outcome   |
| <ul><li>Was a Plan Put in Place?</li></ul> |                |
| <ul> <li>Custody/Guardianship</li> </ul>   |                |
| Grant County                               |                |



#### Diversion

| Intake           | Scores Tab                   |
|------------------|------------------------------|
| Referral Date    | Test Name                    |
| Enrolled Date    | Score                        |
|                  |                              |
| Discharge        | Diversion Case Plan Tab      |
| Discharge Date   | Domain                       |
| Discharge Reason | Program Type                 |
| Refusal Reason   | Program Sub-Type             |
|                  | Total Amount Due (\$)        |
| Charges Tab      | Total Time Required (hours)  |
| Offense Date     | Total Time Completed (hours) |
| Statute          | Completed                    |
| Charge           |                              |



### Family Support

| Intake                        | Discharge                          |
|-------------------------------|------------------------------------|
| Referral Date                 | <ul> <li>Discharge Date</li> </ul> |
| Enrollment Date               | Discharge Reason                   |
| Family Function at Intake     | Family Function at Discharge       |
| Family Communicated at Intake | Family Communication at Discharge  |

#### Mediation

| Intake                | Discharge                        |  |
|-----------------------|----------------------------------|--|
| Referral Date         | Discharge Date                   |  |
| Enrollment Date       | Reparation Agreement Reached     |  |
| Reason for Enrollment | Outcome if Agreement was Reached |  |
| Victim                | Reason Agreement was Not Reached |  |

#### Mental Health

| Intake          | Discharge                                 |  |
|-----------------|---|--|
| Referral Date   | Discharge Date                            |  |
| Enrollment Date | Discharge Reason                          |  |
|                 | <ul> <li>Progress at Discharge</li> </ul> |  |



### Mentoring

| Intake  |   | Mentors                                       |
|---------|---|---|
| •       | Date Referred   | Date Mentoring Relationship Began             |
| •       | Date Enrolled/Intake                                    | Date Mentoring Relationship Ended             |
| •       | School Attachment at Intake (School-based Mentoring)    |   |
| •       | Misses School at Intake (School-based Mentoring)        | Potential Mentors (Youth Initiated Mentoring) |
| •       | GPA at Intake (School-based mentoring)                  | Role  |
|         |   | Outcome                                       |
| Dischar | ge  |   |
| •       | Discharge Date  |   |
| •       | Discharge Reason  |   |
| •       | Misses School at Discharge (School-<br>based Mentoring) |   |
| •       | GPA at Discharge (School-based Mentoring)               |   |
| •       | School Attachment at Discharge (School-based Mentoring) |   |

### Prevention & Promotion

| Intake                              | Activity Tab    |
|-------------------------------------|-----------------|
| Referral Date                       | Start Date      |
| Enrollment Date                     | End Date        |
| <ul> <li>Discharge Date</li> </ul>  | Activity Type   |
| Discharge Reason                    | Hours Completed |
|                                     |                 |
| Program Information                 |                 |
| <ul> <li>Name of Program</li> </ul> |                 |
| Start Date                          |                 |
| End Date                            |                 |
| Total Hours Available               |                 |
| Total Hours Attended                |                 |



### School-based Programs

| After School |                             |                                |
|--------------|-----------------------------|--------------------------------|
| Intake       |                             | Discharge                      |
| •            | Referral Date               | Discharge Date                 |
| •            | Enrollment Date             | Discharge Reason               |
| •            | Misses School at Intake     | Misses School at Discharge     |
| •            | GPA at Intake               | GPA at Discharge               |
| •            | School Attachment at Intake | School Attachment at Discharge |
|              |                             |                                |
|              |                             | Program Attendance             |
|              |                             | Begin Date                     |
|              |                             | End Date                       |

| Alternative School                              |                         |  |
|---|-------------------------|--|
| Intake  | Program Attendance      |  |
| Referral Date                                   | Begin Date              |  |
| Enrollment Date                                 | End Date                |  |
| <ul> <li>Misses School at Intake</li> </ul>     | Hours Youth Attended    |  |
| GPA at Intake                                   | Hours Program Available |  |
| <ul> <li>School Attachment at Intake</li> </ul> | Number of Occurrences   |  |
|   |                         |  |
| Discharge                                       |                         |  |
| Discharge Date                                  |                         |  |
| Discharge Reason                                |                         |  |
| Misses School at Discharge                      |                         |  |
| GPA at Discharge                                |                         |  |
| School Attachment at Discharge                  |                         |  |

| Interventionist |                          |           |                                |
|-----------------|--------------------------|-----------|--------------------------------|
| Intake          |                          | Discharge |                                |
| • Refe          | erral Date               | •         | Discharge Date                 |
| • Enro          | ollment Date             | •         | Discharge Reason               |
| • Miss          | ses School at Intake     | •         | Misses School at Discharge     |
| • GPA           | at Intake                | •         | GPA at Discharge               |
| • Scho          | ool Attachment at Intake | •         | School Attachment at Discharge |



|         | Truancy                        |  |  |
|---------|--------------------------------|--|--|
| Intake  |                                | Enrollment (includes Pre- & Post-Enrollment tabs)                      |  |
| •       | Referral Date                  | <ul> <li>Semester</li> </ul>   |  |
| •       | Truancy Type                   | Tracking Begin Date  |  |
| •       | Enrolled Date                  | <ul> <li>Tracking End Date</li> </ul>                                  |  |
| •       | GPA at Intake                  | Attendance Type  |  |
| •       | School Attachment at Intake    | <ul> <li>Required Days/Periods/Minutes</li> </ul>                      |  |
|         |                                | Required Attendance (auto-populated)                                   |  |
| Dischai | ge                             | Tardy - Excused  |  |
| •       | Discharge Date                 | Tardy – Not Excused  |  |
| •       | Discharge Reason               | School Excused   |  |
| •       | GPA at Discharge               | <ul> <li>Administration, school activity</li> </ul>                    |  |
| •       | School Attachment at Discharge | <ul> <li>Suspension, Expulsion</li> <li>Administration, ISS</li> </ul> |  |
|         |                                | <ul> <li>Religious holiday, Funeral, Other</li> </ul>                  |  |
|         |                                | <ul> <li>Medical, Illness</li> </ul>                                   |  |
|         |                                | Not Excused  |  |
|         |                                | <ul> <li>Truant</li> </ul>   |  |
|         |                                | <ul> <li>Parent Acknowledged</li> </ul>                                |  |
|         |                                | <ul> <li>Medical, Illness</li> </ul>                                   |  |
|         |                                | <ul> <li>Unverified</li> </ul>   |  |